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TRAVEL
October 1953

TRAVEL ADVANCES

1. GENERAL

a. An individual authorized to travel on official business may be allowed a travel advance in accordance with paragraph 27 in a sum estimated to cover per diem, transportation, and other officially necessary expenses while en route.

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b. Requests for advances when cost of travel is estimated at less than \$25 will not be approved for disbursement.

c. The procedure outlined in paragraph 2 below, will hereafter be followed to effect the collection of outstanding travel advances made at headquarters.

2. PROCEDURE

a. Accounting Made

When an accounting for travel does not fully liquidate the advance given for such travel and repayment of the outstanding balance does not accompany the voucher, the following action will be taken:

- (1) If the unliquidated balance is not in excess of \$20, the sum due will be deducted from accrued salary payable by headquarters without prior notice to the employee. However, the employee will be informed by a payroll change notice that the deduction has been made. Should the employee be overseas, the payroll change notice will be forwarded by pouch.
- (2) If the unliquidated balance is in excess of \$20, the sum due will be deducted from accrued salary; only, however, after advance notice has been given to the employee that such action will be taken if liquidation has not been effected before a specified date, and such date has arrived without liquidation having been effected. Should the employee be overseas, this date will be set sufficiently far in advance, considering normal pouch time between headquarters and the employee's post of duty, to allow notice of any such liquidation to be received at headquarters.

b. Accounting Not Made

In any case where the accounting for an advance has not been received by the Finance or Fiscal Division prior to the due date shown on the request for the advance, the procedure outlined in paragraph a(1) or (2) above, will be applied.

SECRET

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3. PROMPT REFUNDING OF UNUSED PORTION OF TRAVEL ADVANCE

Nothing in this Notice is to be construed as removing the individual's obligation, as cited in Standardized Government Travel Regulations as well as Agency Regulations, to refund any unused portion of a travel advance at the time the travel voucher is submitted.